

PROGRAMA HUBERT H. HUMPHREY 2006-2007

Instrucciones:

Los candidatos potenciales deberán llenar un formulario “**preliminar**” y presentarlo a más tardar el 8 de agosto del 2005. En esta etapa **no se solicitarán** las cartas de recomendación, ni las copias certificadas ni las traducciones de los historiales académicos ni de los títulos, como tampoco el “English Proficiency Report”, aunque sí, al menos el resultado del TELP (examen que administra la Oficina de Asesoría Educacional en el Centro Cultural Costarricense Norteamericano, Calle Los Negritos, Bo. Dent). **Sí es indispensable presentar COPIA de su historial académico completo.** Todos los estudios superiores deben incluirse aunque sean de diferentes universidades y hayan sido convalidados y/o reconocidos por la última universidad. También se pedirán copias de sus títulos académicos.

El formulario debe presentarse a máquina o mediante computadora (se dan las instrucciones para tener acceso al sitio en la red en donde pueden obtenerlo). Los formularios escritos a mano serán rechazados ad portas.

Como **el dominio del inglés es indispensable**, en esta etapa los interesados deben presentar evidencia de ello, mediante una copia del resultado del TOEFL (vigente) si lo tuvieran o el resultado del examen TELP que ofrece el Centro Cultural Costarricense Norteamericano, calle Los Negritos, Bo. Dent, tel. 207-7564 o 207-7565.

Es fundamental que los candidatos tengan claro que el propósito de este programa **no es que obtengan un grado académico**, aunque les interese mucho y sientan que pueden hacerlo. Una descripción clara de su trayectoria profesional, su experiencia y sus objetivos es indispensable, así como la descripción del tipo de preparación y experiencia que les sería útil para continuar con su carrera ascendente y ejercer su liderazgo.

El Programa no discrimina a los candidatos que tengan dependientes, pero no provee el dinero para los gastos de manutención, traslado, etc. de los mismos. Aquellos candidatos con dependientes, que resulten elegidos, tendrán que haber demostrado que cuentan con los fondos indispensables para cubrir todos los gastos, incluyendo seguro de gastos médicos, etc.

Si tuviera dudas o preguntas cuya respuesta no encuentre en el sitio:
<http://www.iie.org/programs/hhh/> , no dude en comunicarse con:

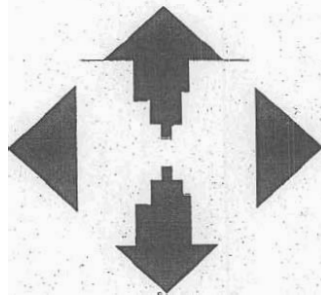
Ana Lucía Pérez
Sección de Asuntos Públicos
Embajada de los Estados Unidos
San José, Costa Rica

e-mail: perezal@state.gov
Tel. 519-2211
www.usembassy.or.cr

FECHA LIMITE PARA ENTREGA DE SOLICITUD PRELIMINAR: 8 de agosto del 2005

FECHA LIMITE PARA ENTREGA DE SOLICITUD FINAL/COMPLETA: 30 de setiembre del 2005

PRELIMINARY



**Application for Admission to the
Hubert H. Humphrey Fellowship Program
for Mid-Career Professional Study
in the United States
for 2006-2007
• A Fulbright Program •**



UNITED STATES
DEPARTMENT OF STATE

INSTITUTE OF
INTERNATIONAL
EDUCATION

DEADLINE: AUGUST 08-2005



Applicant Checklist

PLEASE SAVE THIS FORM AND REFER TO IT
IN SUBMITTING YOUR APPLICATION!

APPLICANT CHECKLIST FOR SUBMISSION OF APPLICATION

- ☒ COMPLETED APPLICATION (FORMS 1-2-3-4-5-6)
- ☐ TELP
- ☐ REPORT ON ENGLISH PROFICIENCY (FORM 7)
- ☐ COPIES OF COMPLETE OFFICIAL TRANSCRIPTS AND DIPLOMAS WITH TRANSLATIONS IF NECESSARY
- ☐ 1ST LETTER OF REFERENCE (FORMS 8 AND 8A)
- ☐ DRUG ABUSE FORM IF APPLICABLE (FORM 5A)
- ☐ CONTACT U.S. EMBASSY/BINATIONAL COMMISSION TO REGISTER FOR TOEFL EXAM
- ☐ DATE OF EXAM _____



APPLICATION FOR ADMISSION TO THE
HUBERT H. HUMPHREY FELLOWSHIP PROGRAM
FOR MID-CAREER PROFESSIONAL STUDY IN THE UNITED STATES

INFORMATION AND APPLICATION INSTRUCTIONS

PROGRAM DESCRIPTION: The Humphrey Fellowship Program provides mid-career professionals from designated countries of Africa, Asia, Latin America, the Caribbean, the Middle East, Europe and Eurasia with an opportunity to enhance their professional capabilities through participation in specialized, 10-month, nondegree programs developed specifically for small clusters of Humphrey Fellows at selected U.S. universities. The Humphrey Program was initiated in 1978 to honor the memory and accomplishments of the late Senator and Vice President, Hubert H. Humphrey. Fellows are selected based on their potential for national leadership and commitment to public service, in either the public or private sector. The Program provides a basis for establishing long-lasting productive partnerships and relationships between citizens of the United States and their professional counterparts in other countries, fostering an exchange of knowledge and mutual understanding throughout the world.

Funding for the Humphrey Program is provided by the U.S. government through the United States Department of State and other co-sponsors. The Institute of International Education (IIE) collaborates with the State Department's Bureau of Educational and Cultural Affairs in administering the Program. The types of university programs arranged for Humphrey Fellows depart from a traditional discipline-oriented focus and have a problem-solving and experience-sharing emphasis. The programs are not degree-related or aimed at providing scholarly preparation or basic training in a field. The objective is to provide Humphrey Fellows with an overall experience that broadens their perspectives, enhances their capability to assume greater career responsibilities, and provides opportunities to establish useful professional contacts. To accomplish these objectives, programs are designed to include various combinations of course work, independent projects, internships, consultations with U.S. faculty or experts, field trips, and special seminars. Under the guidance of a designated faculty advisor or "coordinator," Fellows plan programs that best suit their individual career development needs.

DURATION OF GRANT: The program arranged for Humphrey Fellows extends from August or early September to the following June. Applicants who need additional English training may be required to arrive in the United States as early as late May for intensive language study before beginning their regular university program. Candidates must be able to participate in the full period of the English and/or university programs.

NONDEGREE STATUS: The program designed for Humphrey Fellows does not result in the awarding of a degree. While Fellows are able to enroll in courses relevant to their professional interests, **the Humphrey Program is not appropriate for those who wish to concentrate on academic work required for a U.S. degree.** Humphrey Fellows spend a considerable portion of their time engaged in off-campus activities such as internships, field trips, workshops, and special projects that give them practical experience in their professional fields. Fellows who successfully complete the program are awarded a Certificate of Participation.

FINANCIAL PROVISIONS: The Humphrey Fellowship provides a monthly maintenance allowance, a book and supplies allowance, tuition and fees when applicable, round-trip international travel to the host institution (and to the Fellow's English-language training program when applicable) and domestic travel to Washington, D.C. for a special seminar. Supplementary funds are available for professional activities such as field trips or attendance at conferences. **Humphrey Fellowships are not renewable.**

Humphrey Fellows should plan to bring with them some personal funds to cover incidental expenses not covered in the grant. **Humphrey Fellowships do not include funds for dependents (family members).** Humphrey Fellows are responsible for providing travel, insurance, and financial support for any dependents accompanying them to the United States. Please note that English and orientation centers cannot accommodate dependents. Therefore, dependents should not arrive in the United States until the Fellows are settled in their academic year programs and have secured housing (at least 30 days after the Fellow's arrival) at the host campus.

PROGRAM FIELDS: The programs arranged for Humphrey Fellows are related to one of the following fields: agricultural development/agricultural economics; communications/journalism; drug abuse education, treatment and prevention; economic development; education, including educational planning, educational administration, curriculum development; finance and banking; HIV/AIDS policy and prevention; human resource management; law and human rights; natural

(continued on inside back cover)



APPLICATION FOR ADMISSION TO THE
HUBERT H. HUMPHREY FELLOWSHIP PROGRAM
FOR MID-CAREER PROFESSIONAL STUDY IN THE UNITED STATES

INFORMATION AND INSTRUCTIONS (CONTINUED)

PROGRAM FIELDS (cont.): resources and environmental management; nonproliferation; public health policy and management; public policy analysis and public administration; teaching of English as a foreign language; technology policy and management; trafficking of persons; urban and regional planning. The university programs do not address themselves to the scientific or technical aspects of these fields, but rather to the broad policy-making and problem-solving issues.

PLACEMENT IN UNIVERSITY PROGRAMS: Candidates who are selected for fellowships are placed in clusters by field of interest at U.S. universities specially designated to host a group of Humphrey Fellows. IIE, therefore, is not able to make placements at specific universities requested by candidates, nor to award fellowships enabling candidates to attend a U.S. university on the basis that they have already been admitted. **Candidates should not apply directly to U.S. institutions.**

APPLICATION INSTRUCTIONS:

1. Each page of the enclosed application carries its own instructions and should be read carefully before proceeding. **All forms must be completed in English and typewritten or computer-generated.** Please answer every question as completely as possible (except for the Drug Abuse form, page 5A of the application, which should only be completed by candidates in the field of drug abuse). Please note: the application may be downloaded from the IIE Humphrey Program website at: www.iie.org/pgms/hhh, and completed by computer.
2. **Please take special notice of #13, "Give a 50-word summary of your proposed program plan."** This section is very important as members of the J. William Fulbright Scholarship Board read this summary and determine whether to approve Humphrey nominations. Please be sure to provide a succinct but substantive summary statement.
3. The completed application must be returned to the office or nomination committee in your home country according to the instructions provided by them. **(Do not submit the application to IIE.)**
4. **You must attach complete and certified academic documents covering your entire period of study at universities or other postsecondary institutions, including advanced degrees. Documents must be accompanied by complete English translations.**
Your academic documents must consist of:
 - A certified official record (transcript) from each university or other postsecondary institution, listing the subjects you studied and the grades (marks) you received during each year of your enrollment. Include all postsecondary institutions you attended, even those from which you did not receive a degree or diploma.
 - Certified, official evidence of each postsecondary or university degree, diploma, or certificate awarded to you.To be considered official, each academic document **must bear the seal of the issuing institution** as well as the signature of its officials. Copies of original documents will be accepted only if they are separately certified as being authentic duplicates of originals. Certification of copies may be made by the issuing institution, by your selection committee, or by a U.S. consular official.
5. You are required to submit two letters of reference, **one of which must be from your immediate supervisor in your current position. The letters of reference should be written in English or should include an English translation.**
6. **Important information about TOEFL:** The Test of English as a Foreign Language (TOEFL) is required by all U.S. universities. **Absence of TOEFL scores could jeopardize your chance of obtaining a Fellowship.** After passing a preliminary English test, you must register for TOEFL **immediately** and take it as early as possible and **no later than January 2006.** For information and/or test registration forms, contact the Binational Education/Fulbright Commission or U.S. Embassy in your home country. You must indicate that you want your score reports sent to Institute of International Education (Hubert H. Humphrey Fellowship Program) Code Number **9616**. You must be sure to indicate this code (**9616**) on the registration forms or on the answer sheets provided at the time you take the examination. TOEFL vouchers may be obtained from the Binational Commission or U.S. Embassy.
As soon as you receive your TOEFL score, please present it to the Binational Commission or U.S. Embassy, which will send it to IIE.
7. As part of your application, you also must have a formal English language interview and submit the enclosed **English Language Report Form (page 7 of the application).**



Bio-Sheet A

1

TYPE OR COMPUTER-GENERATE IN ENGLISH ONLY USING BLACK INK

1. NAME OF APPLICANT (example: FAMILY NAME, First Name, Middle Name)

☐ Mr.

☐ Ms.

☐ Dr. (Note: Name must appear exactly as it is shown on your passport.)

4. SEX ☐ Male ☐ Female

5. PLACE OF BIRTH
(city or town, country)

2. PERMANENT ADDRESS OF APPLICANT

6. DATE OF BIRTH

| Month | Day | Year |
|-------|-----|------|
| | | |

7. COUNTRY OF PRESENT CITIZENSHIP

8. COUNTRY OF PRESENT RESIDENCE

9. INDICATE YEAR & COUNTRY OF ANY PREVIOUS FULBRIGHT GRANTS (If none, write 'none.')

Telephone number: _____ Fax: _____
(city code) (number)

E-mail address: _____

3. POSTAL ADDRESS OF APPLICANT (If same as above, write 'same')

10. EDUCATION List all post-secondary educational institutions attended, beginning with the most recent, including any in which you are currently enrolled. Copies of diplomas, academic transcripts, certificates, and English translations should be attached.

| Name of institution, university or professional school, and location | Major field(s) of study | Dates attended (month and year) | | Actual name of diploma or degree (do not translate) | Date received or expected |
|--|-------------------------|---------------------------------|----|---|---------------------------|
| | | From | To | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

11. Name your most significant publications/honors/awards/projects/other accomplishments.

12. CURRENT OCCUPATION

Name and address of employer

Job Title

Dates of Employment (month and year)

13. GIVE A 50-WORD SUMMARY OF YOUR PROPOSED PROGRAM PLAN (more complete plan to be outlined on page 3; be sure this summary captures the essence of your program plan).

FOR IIE USE ONLY:

STATUS OF CANDIDATE: Principal _____ Alternate _____ Ranking _____ Placement _____

FOR FSB USE ONLY: Approve _____ Disapprove _____ Abstain _____

COMMENTS:

FSB NAME (print) _____ SIGNATURE _____ DATE _____



Bio-Sheet B

2

TYPE OR COMPUTER-GENERATE IN ENGLISH ONLY USING BLACK INK

14. Describe your current job responsibilities:

15. Previous positions held (begin with most recent):

| Name & address of employer | Job Title | Dates of Employment | |
|----------------------------|-----------|---------------------|----|
| | | From (in years) | To |
| | | | |
| | | | |
| | | | |
| | | | |

16. Please indicate your computer proficiency and level of skill in word processing, spreadsheets, electronic mail, etc. Please be specific.

17. Please indicate countries outside your own, including the United States, in which you have lived, travelled, or studied. Please list dates (months/years) and reasons for each visit. Please attach an additional sheet if necessary.

| Country visited | Reason for visit (e.g. study, work, tourism, conference) | Dates of Visit | |
|-----------------|--|----------------|--------------|
| | | From (mo./yr.) | To (mo./yr.) |
| | | | |
| | | | |
| | | | |
| | | | |

18. Persons to be notified in case of emergency:

In home country:
Name/address

In the United States
Name/address

Telephone:
Relationship:

Telephone:
Relationship:

I certify that all information given in this application is complete and accurate to the best of my knowledge. I acknowledge that I have completely read and understood the *Information and Application Instructions* and I agree to comply with all regulations described there. I agree to abide by the Policies governing the selection of Fulbright/Humphrey grantees, as established by the J. William Fulbright Foreign Scholarship Board (FSB) (complete policies available at <http://exchanges.state.gov/education/fulbright/ffsb/policies/2004/>) which supercede all other documents relating to my application for a Humphrey Fellowship. I also agree to return to my home country upon the expiration of my program in the United States of America.

Date

Signature of Applicant (You must sign here in ink.)



Program Plan

3

TYPE OR COMPUTER-GENERATE IN ENGLISH ONLY USING BLACK INK

Name of Applicant

Country

19. (1) Please describe your major area of interest and explain how this area addresses the specific development needs of your country.
- (2) Describe the type of Humphrey program you would like to undertake in order to meet these challenges. Indicate the kinds of academic coursework, internship experiences, and/or professional training experiences you would like to undertake.
- (3) Describe how the acquisition of new knowledge and skills will assist you in helping your country to achieve its development goals. (Please attach additional sheet if necessary.)



Personal Statements A

4

TYPE OR COMPUTER-GENERATE IN ENGLISH ONLY USING BLACK INK

Name of Applicant

Country

Write a paragraph answering each of the following three questions. Please use **only** the space provided.

20. Please describe how you have demonstrated a strong commitment to public service in your professional/personal life. (i.e. professional responsibilities, community or civic involvement, etc...)

21. Please state your professional goals for the next five years and indicate how the training received under the Humphrey Program will contribute to your managerial skills, leadership ability, and commitment to public service.



Personal Statements B

5

TYPE OR COMPUTER-GENERATE IN ENGLISH ONLY USING BLACK INK

Name of Applicant

Country

22. Describe a situation/problem (personal or professional) that required resourcefulness on your part to solve.
What did you do? What was the outcome?



Personal Information

6

TYPE OR COMPUTER-GENERATE IN ENGLISH ONLY USING BLACK INK

I. PERSONAL FINANCIAL INFORMATION *(Indicate all funds in your local currency.)*

1. Your annual salary _____
Income per year
from other sources _____

2. Will your salary be continued during your stay in the U.S.?
(If yes, what percentage?)
☐ Yes ☐ No

II. DEPENDENTS: The Hubert H. Humphrey Fellowship Program does not provide allowances for dependents. If your dependents accompany you, you will be responsible for providing all travel, adequate medical insurance, and support for them. English/Orientation Centers cannot accommodate dependents.

Dependents may not arrive until you are settled in your academic program and have found housing (at least 30 days after your arrival at academic placement).

1. Marital Status ☐ Married ☐ Widowed
☐ Single ☐ Divorced

2. List the relationships and ages of any persons who will require financial assistance from you during your academic year in the U.S.

3. Will any dependents accompany you to the U.S.? ☐ Yes ☐ No
(If yes, give name(s), relationship(s), date(s) of birth, and state how you intend to provide for them during your year of study in the U.S.)

III. ACADEMIC PROGRAM

1. You should not apply for admission by direct application or correspondence with a U.S. university. If, however, you have previously been in contact with U.S. academic institutions concerning graduate study or in your professional context, please give the names of these universities and the persons contacted.

2. If required, will you be able to arrive for English language training in June or July? ☐ Yes ☐ No

3. Will you be able to obtain a leave of absence from your current position for a period of 11 months, or up to 14 months if you require English training? ☐ Yes ☐ No

4. When will you take the Test of English as a Foreign language (TOEFL)?

(If you have not scheduled this test before Nov. 1, 2005 you must notify the Binational Educational Commission or U.S. Embassy in your home country immediately.)

IMPORTANT

1. An official TOEFL score (no more than two years old) is required for all countries except the English-speaking Caribbean.
2. You must indicate that you want your TOEFL score reports sent to: Institute of International Education (Hubert Humphrey Fellowship Program) Code Number 9616. You must be sure to indicate this code (9616) on the registration forms or on the answer sheets provided at the time you take the examination.

2. As soon as you receive your TOEFL score, report it to the Binational Educational Commission or U.S. Embassy, who will transmit it to IIE.

4. Please sign below as authorization for IIE to receive your TOEFL score.

I hereby authorize the Institute of International Education to receive my TOEFL score report.

Date

Signature of Applicant (in INK):